



Town of Amherst Ways & Means Committee November 16, 2009 Meeting Minutes

The meeting came to order at 7:12pm with Chairman John Siemienowicz presiding.

Members present: John Maynard, Jack Kunkel, Charlene Carper, Peter Eiche, Dee Fasoli, John Siemienowicz, and Deirdre Rogusky

Members excused: David Chen and Steve Nelsen

1. Mailbag: John Siemienowicz distributed minutes and copies of budgets
2. Minutes from 11/9
 - a. Due to the details in our minutes, Charlene expressed concern regarding accuracy as some may not go back to read any corrections. She would like them to be approved before they are posted. The logistics of this have not yet been resolved.
 - b. Would like to correct the land purchase comment to reflect that there are parcels under review and remove the specific parcel names as they were not confirmed, they were only mentioned as part of a brainstorming discussion.
 - c. Added Gary to the list of attendees for the Recreation meeting.
 - d. Changed the date from 11/9 to 11/2 in two places under 2 and 2b.
 - e. Under old business, 4,b,5 – change John's to John M's for clarity.
 - f. Charlene Carper made a motion to accept the minutes of 11/9 as corrected. John Maynard seconded the motion. The motion passed unanimously.
3. Department Reports
 - a. Police - met with George Infanti, Peter Lyon, Gary Macguire, Peter Eiche, and Deirdre Rogusky on 11/11/09 at 5:30pm
 - i. The Police budget is up 1.34% of which 1.28% is group II retirement inflicted by the state
 - ii. Health Insurance is down with last year's rates and different employees (Health insurance will provide "not to exceed" numbers now, plan goes into effect on July 1.)
 - iii. Dental has 5% increase in it – this is a solid figure
 - iv. There are about 40 participants in the health plans now town wide.
 - v. Group II Retirement includes Police and Fire (schools/teachers are Group I)
 - vi. Sick Leave incentive down – has to predict how many sick/personal days will not be used. His estimate for 2011 is based on previous year's actual

- vii. Lost two officers, 1 to Manchester and 1 to Nashua (resigned today). This will require overtime but not increasing the line as every attempt will be made to manage it with shifts instead of overtime. The plan is to hire replacements which are months out before new officers can get on the road. He has a pool to start with, 5 or 6 to interview and he is advertising in the Union Leader – best coverage considered state-wide.
- viii. Wages FT currently paid on the lower side, 19 employees, 18 officers and 1 admin assistant, (15 union), steps are included for 4 non-union employees, no COLA.
- ix. Wages PT – adjusting from grade 3 to grade 5, currently paid on the lower side (3 part-timers – all have full time jobs elsewhere and can only cover minimal hours, not candidates to fill the FT positions). They can work up to 1380 hours per year and they don't come close to that.
- x. Education Reimbursement – new line never funded in the past. Started at \$1000. Drawn from the past for officers that pursue education, came out of overall budget in its own line which was never funded. Has one employee on part time basis pursuing a BS, we pay for 2-3 classes per year for that employee. Same as town policy, pays up to a certain % based on step and grade (Assoc, BS, MS) 75% for Assoc. Most of the people we hire already have BS degrees, some have assoc and work toward BS, others have BS and work toward MS. Its capped at \$2,000 ???per person per year. Must stay for 6 months after class or the town gets reimbursed.
- xi. Telephone line is up due to adjustments on how the phones were divided between departments.
- xii. Custodian is up as carpet cleaning has been added per standardization – it was being paid from DPW.
- xiii. Training & Education – specific recurring to police work.
- xiv. Heat – using DPW numbers, up due to increase in usage and increase in cost. Could be artificially high based on ice storm estimates – these numbers are split by EMS and Police 50/50 for this building.
- xv. Oil is 671 gallons at \$2.85/gallon
- xvi. Vehicle repair is flat, leveled off due to assistance from DPW
- xvii. Radio repair increased as we pay more than we used to to fit up a new car. All radios are now off of warranty. Came to us free from state grant.
- xviii. Equipment rental down due to completion of copier lease. 3rd and final payment being made in FY'10.
- xix. Identikit is an annual fee for digital sketches.
- xx. Printing going down – reducing paper on an ongoing basis, increasing electronic.
- xxi. Software licensing reduced based on lease payment completed in FY '10. Support increased to about \$1000. Support is what percentage of product cost? Mobile support is higher than 10%. Deirdre recommended if the software support costs are higher - to go after a lower support percentage as software companies are being more amenable to support cost negotiation.
- xxii. Copier replacements are on about a 6 or 7 year rotation at this point.
- xxiii. Gasoline – up due to \$2.60/gallon estimate (cruiser), Premium grade at mobile station for the motorcycle.
- xxiv. Tools and equipment up based on previous spending. Taser supplies, pepper spray, tape measures, radar trailer repairs, organizers, etc.....
- xxv. Tires up, consistently needs 40 tires per year now, was trying to get by with 36.

- xxvi. New equipment up \$1700 – variable line depending on a variety of needs. One radio, need to go to narrow band and it won't handle it. How many frequencies do we have and what frequencies are used? We have many more than we currently use.
 - xxvii. Cruiser line up – state decided not to bid ford for FY '10, working with Ford directly increased more than the usual 2%. Up over 4% for 2011.
 - xxviii. Active cars get about 4-5000 miles per month
 - xxix. Motorcycle lease is from April to November. Next year starting with a new bike, cost will be up about \$100.
 - xxx. The cost is about \$2k to move equipment from an old cruiser to a new cruiser and Peter replaces the items on a rotating basis to avoid a lump sum replacement as the total cost of the cruiser equipment is estimated at \$10k.
 - xxxi. Based on recent events in the area, does safety reprioritize and reemphasize the importance of an additional officer? Peter stands by his request that an additional officer is needed, however, he is not requesting the additional officer for the 2011 budget in order to keep the proposed budget at a reasonable level.
- b. Fire - met with Peter Eiche, Gary Macguire, John Siemienowicz, and Chief Todd on 11/16/09
 - i. Supplemental fire insurance is up based on historical data
 - ii. Uniforms decreased to combine with the protective gear which is up, an assortment of linings, jackets, pants, etc....
 - iii. Haz-Mat line is up based on OSHA fit tests for the oxygen mask face seals
 - iv. The overall budget is up about 2.76% at this point
 - c. The committee is concerned that the health increases are just estimates which could be skewing the current budget bottom line. We are looking at the increased cost estimated to 22% for medical and ~5.5% for dental – shouldn't those increases be used as worst case?

4. Old Business

- a. CIP – George Infanti, Gary Macguire, and Jay Dinkel met last Friday. They will be coming to the Board of Selectmen with a status and working on an update that will be presented. The book of information that backs up the CIP will also be provided.
- b. Charlene requested an update from OSAC – OSAC will be attending a Board of Selectmen meeting to discuss current status of the committee and their vision.
- c. DPW Transfer Station electricity question follow up

Date: Mon, 16 Nov 2009 16:51:43 -0500
 From: Bruce Berry <bberry@amherstnh.gov>
 Reply-To: Bruce Berry <bberry@amherstnh.gov>
 Subject: RE: Follow up question
 To: dramnh@myfairpoint.net

Deirdre,

There are three big flood lights out there now that operate similar to street lights (dusk to dawn). They are not as functional as they were before

the renovation and are being replaced (phased out) by in house lighting that will only be on during hours of operation. This change alone will offset the lights being used for evening hours.

It is absolutely accurate to say a packer draws more than lights. It is also accurate to say there are more (4 more) but with the larger trash hoppers, they shouldn't need to be run as often. Having said that, there is some house management and training of employees that has been ongoing and will continue to be sure they are only operated when needed.

Bruce W. Berry, Director
Amherst Department of Public Works
22 Dodge Road
Amherst, NH 03031
Phone 673-2317 ext 204
Fax 249-8857

-----Original Message-----

From: dramnh@myfairpoint.net [mailto:dramnh@myfairpoint.net]
Sent: Monday, November 16, 2009 3:14 PM
To: Bruce Berry
Subject: Follow up question

Hi Bruce,

For clarification on the electricity costs at the transfer station - even if the evening hours were changed, the cost would still be up due to the increased number of compactors - is that an accurate statement?

And is it also accurate to say that the compactors draw more than the lights?

Thanks!
Deirdre

d. Budget Rationale:

- i. Reducing the cultural budgets by 10% needs more discussion. The reduction may not net enough funds to assist other departments in need.
- ii. It needs to be understood that our demographics are changing and the more taxes increase, the more the demographics will change. Meaning that residents with lower or fixed incomes may be forced to leave their home town if the level of services continues to increase driving

tax rates up.

5. New Business

- a. Peter Eiche talked about getting more information out at the Police meeting, the website, a department head newsletter, or a Board of Selectmen newsletter. He recommended that we come out with our own information regarding activities of W&M. Other suggestions were to put out pieces of the department reviews, publish the W&M minutes to spark discussion, or begin with a warrant article. Peter Eiche volunteered to write up the first one and include information on how to get to our minutes on the website. He will get it out to the committee by Wednesday.
- b. Dee Fasoli put together a prioritization and analysis sheet of WA and current capital reserve fund balances

	Requested	New *	Avail in Cap Res Fund
Capital Reserve Funds			
Rec	TBD		1962
Fire Apparatus	150,000		8,028
Ambulance	22,000		209,807
Assessing Revaluation	25,000		41,144
Communications Center	5,000		5,063
Town 250th Anniversary	5,000		10,284
Forestview Cemetary	15,000		14,214
Infrastructure			
Roads	3,000,000	*	
Bridges	20,000	*	
DPW Facility study Consultant	15,000	*	
H & S			
Mosquito Surveillance	48,500	*	
Equipment			
Ambulance	150,000		Avail - see above
DPW Truck	92,610		218
Tx Station Scale	61,785	*	
Other			
Land Purchase - Rec fields	-----	*	

c. Warrants

- i. 22 – Road Reconstruction – the road commission consisting of Bruce Berry, Bill Overholt, Jim Sickler, and another participant have met. They are going to ask RFAC to meet. Jay Dinkle has resigned from RFAC. A meeting will be held to review the warrant and John Siemienowicz will report back to W&M
- ii. Open Space Land Bond – this is a request to renew the bonding authority which expires in the 2010 budget
- iii. Purchase Ambulance from Capital Reserve – this is a request in accordance with the ambulance replacement plan and we are two years behind the typical 8 year replacement plan.
- iv. Public Health Mosquito Surveillance and Control Program – what are the ramifications, why do we need to do it, is this a study are to actually do it, is this a one year request? We would like Brian to provide more information on this.
- v. Municipal Lease of Public Work Truck – this is a 1 ton truck equipped with plow - should this be in the budget?
- vi. Establish a Bridge Replacement Capital Reserve Fund – this request is to reactivate the capital reserve fund to address our red flagged bridges in town, what is the cost of the current bridges needing maintenance, how many bridges, lifespan of each?
- vii. Municipal Lease to Replace Transfer Station Scale – What is the breakdown of the cost in this warrant article?
- viii. Public Works Facility Study – Can a group be constructed similar to RFAC to address this without cost?
- ix. Recreational Facilities Capital Reserve fund – no tax impact
- x. Land Purchase for Recreation Fields – language forthcoming
- xi. Fire Apparatus Capital Reserve Fund – the number is under review by Chief Todd. A new vehicle is potentially \$450,000.
- xii. Ambulance Capital Reserve Fund – this is the standard request to fund the capital reserve fund unlike the other one which is the purchase
- xiii. Assessing Revaluation Capital Reserve Fund – this is essential to avoiding a very large tax impact every 10 years when the town is revaluated
- xiv. Communications Center Capital Reserve Fund
- xv. Town 250th Anniversary Celebration Capital Reserve Fund – from an accounting standpoint, how will this work? How can the planning be done without knowing if these funds will be approved?
- xvi. Forestview Cemetery Capital Reserve Fund – will this be a phased expansion, what will happen to the bird sanctuary, how much money have we spent on building and maintaining the fields for recreation?
- xvii. Town Computer System Capital Reserve Fund

6. Adjourn

- a. Jack Kunkel made a motion to adjourn at 9:03pm. Dee Fasoli seconded the motion which passed unanimously.

Respectfully submitted,

Deirdre Rogusky